

COUNTY OF CARTERET
BOARD OF COMMISSIONERS
REGULAR SESSION – 6:00 P.M.
COMMISSIONERS' BOARDROOM
MAY 7, 2018

The Honorable Carteret County Board of Commissioners sat in regular session on Monday, May 7, 2018, at 6:00 p.m. Present were: Chairman Mark Mansfield, Commissioners Robin Comer, Bob Cavanaugh, Jimmy Farrington, Jonathan Robinson, Bill Smith, and Ed Wheatly.

I. MEETING CALLED TO ORDER

Chairman Mansfield called the meeting to order. Mr. Carl Tilghman provided the invocation. All present recited the Pledge of Allegiance.

II. CONFLICT OF INTEREST/CELL PHONE STATEMENT

Chairman Mansfield called for any conflicts of interest by the Board and asked that all cell phones and personal devices be turned off. There were no conflicts of interest.

III. ADOPTION OF AGENDA

Motion: Commissioner Comer made a motion to add to the agenda, "Approval of Resolution in Support of Providing Retiring K-9 to its Former U.S. Army Handler;" seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

Motion: Commissioner Smith made a motion to remove Steve Edwards/Public Works from presenting at tonight's meeting; he will be presenting at the May 21st meeting; motion seconded by Commissioner Farrington. **Motion carried unanimously.**

Motion: Commissioner Smith made a motion to approve the agenda as amended; seconded by Commissioner Cavanaugh. **Motion carried unanimously.**

The agenda was as follows:

CARTERET COUNTY
BOARD OF COMMISSIONERS
COMMISSIONERS' BOARDROOM
MAY 7, 2018
6:00 P.M.

- I. Meeting Called to Order/Pledge of Allegiance/
Invocation

Chairman Mansfield

- | | | |
|-------|--|--------------------------|
| II. | Conflict of Interest/Cell Phone Statement | Chairman Mansfield |
| III. | Adoption of Agenda | Board |
| IIIa. | Approval of Resolution in Support of Providing Retiring K-9 to its Former U.S. Army Handler <i>(item added as amended)</i> | Tommy Burns |
| IV. | Overview of Budget Request/Carteret Community College | Dr. John Hauser |
| V. | Overview of Budget Request/Carteret County Public Schools | Mat Bottoms |
| VI. | Overview of Departmental Budgets: | |
| | • Information Technology | Ray Hall |
| | • Shore Protection | Rudi Rudolph |
| | • Emergency Services | Stephen Rea |
| | • Department of Social Services | Cindy Holman |
| | • Health Department | Cindy Holman |
| | • Register of Deeds | Karen Hardesty |
| | • Cooperative Extension | Shawn Banks |
| | • CCATS | Randy Cantor |
| | • Public Works | Steve Edwards |
| | <i>(item removed as amended)</i> | |
| | • Planning | Gene Foxworth |
| VII. | Budget Summary | Dee Meshaw & Tommy Burns |
| VIII. | Commissioners' Comments | |
| IX. | Adjournment | |

IIIa. APPROVAL OF RESOLUTION IN SUPPORT OF PROVIDING RETIRING K-9 TO ITS FORMER U.S. ARMY HANDLER *(added as amended)*

Mr. Tommy Burns, County Manager, read the following resolution, and shared that a memorandum is also included in the materials from Sheriff Buck.

Board of Commissioners
 Mark Mansfield, Chair
 Robin Comer, Vice-Chair
 Bob Cavanaugh
 Jimmy Farrington
 Jonathan Robinson
 Bill Smith
 Ed Wheatly



County Manager
 Tommy R. Burns

Clerk to the Board
 Rachel B. Hammer

**RESOLUTION
 PROVIDE K-9 TO FORMER U.S. ARMY HANDLER**

WHEREAS, the Carteret County Sheriff's Office plans to retire Duke, the bomb detecting K-9, who was provided to the Sheriff's Office at no cost following his service with the United States Army; and

WHEREAS, Justice for TEDD, an organization with the mission of reuniting K-9s with their former military handlers, has identified Bernard Madgey, U.S. Army, as the former handler of K-9 Duke; and

WHEREAS, Bernard Madgey was deployed with Amigo-1/Duke in Afghanistan in support of Operation Enduring Freedom from January 2013 through October 2013; and

WHEREAS, North Carolina General Statute 160A-266 permits the Carteret County Board of Commissioners to authorize the disposition of property valued at less than thirty thousand dollars (\$30,000.00) by private sale; and

NOW, THEREFORE, BE IT RESOLVED by the Carteret County Board of Commissioners that K-9 Duke is hereby declared surplus property and is hereby awarded to Bernard Madgey for one dollar (\$1.00).

ADOPTED this the 7th day of May 2018.

 Mark Mansfield, Chairman
 Carteret County Board of Commissioners

 Rachel Hammer
 Clerk to the Board of Commissioners

Office of the Sheriff



ASA B. BUCK, III
SHERIFF

304 CRAVEN STREET
 BEAUFORT, NC 28516

PH: 252.728.8400
 FAX: 252.504.4818

To: Carteret County Board of Commissioners
 From: Sheriff Asa Buck *AB*
 Date: May 21, 2018
 Subject: Donation of K-9 to Former US Army Handler

The Sheriff's Office is retiring bomb detecting K-9 Duke who was provided, at no cost, to our Office following his service with the United States Army.

Justice for TEDD, an organization with the mission of reuniting K-9s with their former military handlers, has identified the former handler of K-9 Duke.

Bernard Madgey, United States Army, was deployed with Amigo-1/Duke in Afghanistan in support of Operation Enduring Freedom from January 2013-October 2013.

As we are in the process of retiring K-9 Duke from our service I am requesting the Board to authorize donating him to his former handler Bernard Madgey.

This would be a tremendous way for Carteret County to recognize and reward both Bernard and Duke for their dedicated service to our Country.

Motion: Commissioner Smith made a motion to adopt the Resolution to provide the K-9 to its former U.S. Army Handler; seconded by Commissioner Comer. **Motion carried unanimously.**

IV. OVERVIEW OF BUDGET REQUEST/CARTERET COMMUNITY COLLEGE

Dr. Hauser noted his appreciation for past and current support of the Board of Commissioners, as well as Mr. Burns, Mr. Foxworth, Ms. Meshaw, and the Finance Department, noting that they have worked very closely over the last couple of months.

Dr. Hauser noted that they are working to improve workforce readiness in Carteret County and the skills associated with that. Dr. Hauser provided an update on the new associate degree programs this fall and shared that the associates in engineering program will start in the fall of 2018; welding technology in fall of 2018, and diesel and heavy equipment technology will also start in the fall of 2018. Dr. Hauser shared that they are awaiting approval, but hope that horticulture technology and automotive systems technology will be planned for the spring. The Maritime Center of Excellence continues to be on pace; Dr. Hauser provided an update on the status of the program. Dr. Hauser provided an update on the dual enrollment program and noted that they continue to offer college courses at East Carteret, have been approved to offer college courses on site at West Carteret, and are pursuing the same for Croatan High School; there are currently a little over 300 students taking these courses. Dr. Hauser shared that the Maritime Marine & Science Technology early college high school has been approved and the funding that was discussed with Commissioners in February, \$262,000 for additional upgrades to facilities, is 70% completed; doing well with that budget. Dr. Hauser shared that the Culinary & Hospitality Arts Center has received approval for the design development, hoping to go to bid in June, with hopes to break ground in late November or December with completion in December of 2019.

Dr. Hauser shared that they have currently spent 78% of their County budget which is on target for this time of year; about 89% of the capital budget has been spent.

Dr. Hauser shared that the information shown below is within Commissioners' packets and noted that their proposal is based on needs and what they are projecting; their request is \$2.6 million for operating costs and \$825,000 in supplemental capital.

Carteret Community College 2018 – 2019 Budget Rationale

Carteret Community College is the center of educational, social and recreational activities in the area. The college also contributes significantly to the local economy. According to an independent study in 2015, Carteret County's economy annually realizes in excess of \$75 million in income due to CCC operations. This is equal to approximately 3.8 percent of the total gross county product and is equivalent to creating 2,395 jobs. CCC is also a significant employer, with over 500 employees, ranking in the top five in Carteret County.

For the 2018-2019 fiscal year, the college requests that funding appropriations for costs associated with expected salary/benefit adjustments and inflationary cost adjustments for utilities and supply accounts. Additionally, increased funding requests to maintain the supplemental capital funds are necessary to continue addressing critical facility needs.

Operating Costs/Equipment Request: \$2,681,341

- Salary increase for 2018-2019 and required adjustments in employer-paid benefits and a projected 2% increase for 2018-2019
- Realignment and cost analysis for past three years indicate cost increases/decreases in various expense accounts; therefore, more accurately projecting the expense accounts to reflect the College actual budget allocations

Supplemental Capital Requests 2018 - 2019: \$825,000

- \$ 5,000 Automotive Shop Emergency Alert System
- \$ 17,850 Equipment
- \$ 50,000 Campus Master Facility Plan
- \$ 62,150 Bryant Student Center HVAC Control System Upgrade
- \$100,000 McGee Building Chiller Replacement
- \$275,000 McGee Building Roof Replacement Phase I
- \$140,000 Wayne West HVAC Control System Upgrade
- \$175,000 Establish Career Center on Campus – Renovation and up-fit for Pennuelli Property – moving NC Career Works and Carteret Community College Workforce Investment Opportunity Act to main campus to enhance career services

Supplemental Capital Requests 2019 - 2020: \$825,000

- \$ 30,035 Equipment
- \$119,965 Bryant Student Center bake shop re-purposing & restroom renovations
- \$475,000 McGee Building Roof Replacement Phase II
- \$200,000 Wayne West Chiller Replacement

Supplemental Capital Requests 2020 - 2021: \$1,000,000

- \$1,000,000 To Be Determined

Carteret County Budget Request

Budget Item	2017-2018 Approved Budget	2018-2019 Budget Request	Inc./ (Dec.) over Prev. Year
General Administration			
Salaries & Benefits	\$ 1,246,538	\$ 1,452,015	\$ 205,477
President's Discretionary Funds	5,000	5,000	-
Technical Training	3,000	2,000	(1,000)
Registration Fees	1,000	500	(500)
Equipment Inspections	1,135	1,135	-
Taxes, Licenses, & Permits	850	1,100	250
Other Current Expenses	4,625	10,000	5,375
Property Leases	89,040	89,040	-
Motor Vehicle Gasoline	12,888	10,000	(2,888)
Trustee Development	6,000	6,000	-
Trustee Meeting Expense	300	300	-
Other Miscellaneous Supplies	869	869	-
Memberships & Dues	3,000	3,600	600
Subtotal General Administration	\$ 1,374,245	\$ 1,581,559	\$ 207,314
Insurance and Bonding			
Property Insurance	\$ 96,186	\$ 94,316	\$ (1,870)
Flood Insurance	24,000	27,361	3,361
Motor Vehicle Insurance	15,000	15,875	875
Unemployment Compensation	6,500	2,500	(4,000)
Workers Compensation	64,000	54,965	(9,035)
Other Insurances	45,000	45,099	99
Subtotal Insurance and Bonding	\$ 250,686	\$ 240,116	\$ (10,570)
Repairs and Contracted Services			
Motor Vehicle Maintenance			
Repair	\$ 8,000	\$ 9,000	\$ 1,000
Maintenance and Repair	30,000	50,000	20,000
Repairs: Equipment, Facilities, Infrastructure	140,000	134,440	(5,560)
Waste Removal	27,993	25,000	(2,993)
Pest Control	1,021	2,300	1,279
Fire Alarm Monitor and Extinguisher Maintenance Service	5,998	4,500	(1,498)
Legal Services	7,500	7,500	-
Software Licenses	1,500	2,300	800
Subtotal Repairs and Contracted Services	\$ 222,012	\$ 235,040	\$ 13,028
Service Agreements and Contracts			
Elevator Maintenance Agreement	\$ 19,545	\$ 18,545	\$ (1,000)
Telephone Maintenance Agreement	15,584	7,000	(8,584)
Building Management System & HVAC Maintenance Agreements	27,617	30,000	2,383
Subtotal Service Agreements and Contracts	\$ 62,746	\$ 55,545	\$ (7,200)
Utilities			
Telecommunications	\$ 42,420	\$ 42,420	\$ -
Heating Fuel	61,690	54,802	(6,888)
Water	50,116	61,000	10,884
Electricity	404,000	352,559	(51,441)
Subtotal Utilities	\$ 558,226	\$ 510,781	\$ (47,445)
Supplies			
Custodial Services Supplies	\$ 16,000	\$ 35,000	\$ 19,000
Grounds & Gardens Supplies	7,900	10,000	2,100
Maintenance/Custodial Uniforms	19,500	12,000	(7,500)
Security Services Uniforms	1,300	1,300	-
Subtotal Supplies	\$ 44,700	\$ 58,300	\$ 13,600
TOTAL OPERATING BUDGET REQUEST	\$ 2,512,615	\$ 2,681,341	\$ 168,727
Capital Budget Request			
Facilities Infrastructure (HVAC Control System Upgrades, Emergency Alert System, Chiller Replacements, Master Facilities Plan, Pennuell Property Renovations, Facilities Renovation and Upgrade Construction-Hospitality/Culinary Equipment McGee Building Roof Replacement - Phase I	\$ 191,091 262,229 660,000 32,909 -	\$ 532,150 17,850 275,000	\$ 340,059 (262,229) (660,000) (15,059) 275,000
TOTAL CAPITAL BUDGET REQUEST	\$ 1,147,229	\$ 825,000	\$ (322,229)
TOTAL BUDGET REQUEST	\$ 3,659,844	\$ 3,506,341	\$ (153,502)

NOTE: Other notable opportunities (not included in budget request):

- \$ 80,000 *Potential East Center site at The Bridge Down East, Ramsey Center located in Harker's Island, CCC to assume operations and offer workforce development and other course offerings for eastern Carteret County. Capital funding for connection to sewer services*
- \$ 60,000 *The Bridge Down East Ramsey Center, operational costs, CCC to assume operations in partnership with The Bridge Down East Ramsey Center and Carteret County for offering additional health/human services and programs*

Dr. Hauser recognized College Board Members and others in attendance, and noted that they would respond to any questions from Commissioners.

Commissioner Wheatly asked if Parker Marine was part of their boat building program; Dr. Hauser responded that they were.

Commissioner Comer noted that salaries and benefits are up 16% and asked why. Dr. Hauser shared that while they have maintained the current operating budget for three years, and absorbed the increases, they are now asking for those as they move forward and they are anticipating the increases.

Commissioner Farrington inquired as to the diesel mechanic side, how long have you been doing the program. Dr. Hauser shared that they have been doing it as a certificate program; they are expanding the program.

Commissioner Smith noted that the custodial service supplies have more than doubled and asked why. Dr. Hauser shared that in the past, they have not had line items where they specifically detailed out to maintain the budget, but are now setting those budgets and providing additional detail; they were spending the money; it was just not in that line item.

Commissioner Wheatly noted that the insurance bill is about a quarter of a million dollars; and asked if they receive competitive pricing. Dr. Hauser shared that they do; it is a requirement; they receive at least three quotes and noted that they are generally reasonably close in price. Chairman Mansfield verified that their health care insurance is through Blue Cross and Blue Shield through the State Plan.

V. OVERVIEW OF BUDGET REQUEST/CARTERET COUNTY PUBLIC SCHOOLS

Superintendent Mat Bottoms shared that he appreciates the support of Commissioners; noting that the State does not always offer a lot of support. Mr. Bottoms shared that the School System has done a great deal with local resources; the SAT and ACT scores are ranked number two in the State out of 115 different school systems, and the elementary through eighth grade classes are ranked number four in the State on end-of-grade testing.

Mr. Bottoms presented an overview of the following presentation:

CARTERET COUNTY

... PUBLIC SCHOOL SYSTEM ...

A Beacon for Learning and Leading

CARTERET COUNTY BOARD OF
COMMISSIONERS
MAY 7, 2018

2018-2019 BUDGET REQUEST

CARTERET COUNTY
PUBLIC SCHOOL SYSTEM
A Beacon for Learning and Leading

2017-2018 LOCAL OPERATING BUDGET

2017-2018 County Appropriation	\$21,964,000
Other Revenue	\$382,750
Fund Balance Appropriated	\$673,296
Total Local Operating Budget for 2017-2018	\$23,020,046

CARTERET COUNTY
PUBLIC SCHOOL SYSTEM
A Beacon for Learning and Leading

2018-2019 BUDGET INCREASE

Increases in Salaries and Benefits

State mandated salary increases estimated 3% certified and 3% hourly	\$140,000
Increases in retirement from 17.13% to 18.44%	\$160,000
Increases in hospital insurance from \$5,869 to \$6,104	\$40,000
Additional fund balance appropriated (HB 13)	\$65,766
Increase to Budget	\$405,766

CARTERET COUNTY
PUBLIC SCHOOL SYSTEM
A Beacon for Learning and Leading

OTHER BUDGET CONSIDERATIONS

Mental Health Professionals	\$245,000
MaST High School-Year 1 (Year 2: \$245,998, Year 3: \$339,713, Year 4: \$410,911, Year 5: \$423,485)	\$186,358
Compensation Alignment (Bookkeepers, Secretaries, Data Managers, Maintenance, Transportation)	\$370,000
Total Other Budget Considerations	\$801,358

CARTERET COUNTY
PUBLIC SCHOOL SYSTEM
A Beacon for Learning and Leading

COMPENSATION ALIGNMENT

Carteret County Public Schools 2017-2018 Salary Schedule for Clerical Staff Effective July 1, 2017	
Years of Experience	Pay Grade 57
0	12.11
1	12.11
2	12.28
3	12.28
4	12.28
5	12.28
6	12.28
7	12.28
8	12.28
9	12.28
10	12.28
11	12.28
12	12.38

Years of Experience	Pay Grade 57
13	12.48
14	13.02
15	13.02
16	13.02
17	13.09
18	13.23
19	13.35
20	13.45
21	13.56
22	13.67
23	13.89
24	14.01
25	14.12
26	14.23
27	14.34

CARTERET COUNTY
PUBLIC SCHOOL SYSTEM
A Beacon for Learning and Leading

COMPENSATION ALIGNMENT

Carteret County Public Schools 2017-2018 Salary Schedule for Clerical Staff Effective July 1, 2017	
Years of Experience	Pay Grade 57
0	12.11
1	12.11
2	12.28
3	12.28
4	12.28
5	12.28
6	12.28
7	12.28
8	12.28
9	12.28
10	12.28
11	12.28
12	12.38

Carteret County Public Schools 2017-2018 Salary Schedule for Teacher Assistant Effective July 1, 2017	
Years of Experience	Pay Grade 56
0	12.48
1	12.48
2	12.66
3	12.66
4	12.95
5	12.95
6	12.95
7	12.95
8	12.95
9	12.95
10	13.07
11	13.07
12	13.07

CARTERET COUNTY
PUBLIC SCHOOL SYSTEM
A Beacon for Learning and Leading






2018-2019 CONTINUATION BUDGET

2017-2018 County Appropriation	\$21,964,000
Other Revenue	\$382,750
Fund Balance Appropriated	\$673,296
Total Local Operating Budget for 2017-2018	\$23,020,046
Net Increase to Budget	\$405,766
Total 2018-2019 Continuation Budget	\$23,425,812

CARTERET COUNTY
PUBLIC SCHOOL SYSTEM
A Beacon for Learning and Leading

TOTAL OPERATING REQUEST

Total 2018-2019 Continuation Budget	\$23,425,812
Total Other Budget Considerations	\$801,358
Total Proposed 2018-2019 Local Operating Budget	\$24,227,170
Less Other Revenue	-\$384,000
Less Fund Balance Appropriated	-\$500,000
2018-2019 Local Operating Request to County	\$23,343,170

 <h3>OPERATING REQUEST COMPARISON</h3> <table> <tr> <td>2018-2019 Operating Request to County</td> <td>\$23,343,170</td> </tr> <tr> <td>2017-2018 County Appropriation</td> <td>\$21,964,000</td> </tr> <tr> <td>Increase from 2017-2018 Appropriation</td> <td>\$1,379,170</td> </tr> <tr> <td>Percentage Increase from 2017-2018 Appropriation</td> <td>6.28%</td> </tr> </table>	2018-2019 Operating Request to County	\$23,343,170	2017-2018 County Appropriation	\$21,964,000	Increase from 2017-2018 Appropriation	\$1,379,170	Percentage Increase from 2017-2018 Appropriation	6.28%	 <h3>FUND BALANCE</h3> <table> <tr> <td>Estimated Unassigned Fund Balance-June 2018</td> <td>\$1,552,279</td> </tr> <tr> <td>Fund Balance Appropriated 2018-2019 Local Operating Budget</td> <td>-\$500,000</td> </tr> <tr> <td>Estimated Unassigned Fund Balance 2018-2019</td> <td>\$1,052,279</td> </tr> </table>	Estimated Unassigned Fund Balance-June 2018	\$1,552,279	Fund Balance Appropriated 2018-2019 Local Operating Budget	-\$500,000	Estimated Unassigned Fund Balance 2018-2019	\$1,052,279								
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 <p>CARTERET COUNTY PUBLIC SCHOOL SYSTEM <i>A Beacon for Learning and Leading</i></p>																							

Commissioner Comer asked what the average cost per pupil is with the MaST Program. Mr. Bottoms shared that it would not be far from what they do with the regular student; if the school goes to the 200 students that they are planning, it would be roughly \$8,400 to \$8,500. Mr. Bottoms shared that they do not know how many students will opt to take exclusive community college courses and if they do that like they plan, it could cost less than a regular student.

Commissioner Comer verified that the paygrades shown for the School System are not the same as County employees and asked if they are universal to the 100 Counties. Mr. Bottoms noted they are not and they have determined that there is a lot of variation. Commissioner Farrington verified that the employees are State employees, and the average would be roughly an increase of \$2.00 per hour. Commissioner Smith asked how many employees are affected with salary discrepancies; Mr. Bottoms shared that it could be in the 70-100 range. Commissioner Robinson inquired if the employees are classified as certified or uncertified; Mr. Bottoms shared that they are classified. Commissioner Robinson inquired specifically about bus drivers; Mr. Bottoms noted that they received a \$1.00 an hour raise and are not included in this list. Commissioner Farrington confirmed that the employees are on the State retirement system, but the

State does not pay for any of their wages or benefits. Mr. Bottoms noted that classified refers to hourly employees; certified would be the teachers.

Commissioner Smith asked Mr. Bottoms if he could provide a breakdown of the job titles and what the current salary is and what the salary would be going to. Mr. Bottoms noted that he would provide the information.

Commissioner Comer confirmed that the noted \$500,000 fund balance appropriation is for technology.

Mr. Bottoms thanked the Board of Education and noted that he would respond to additional questions from Commissioners.

Commissioner Wheatly asked Mr. Bottoms whether in preparation of their budget, does he or any member of his staff instruct principals at high schools to spend any remaining money before a specific date. Mr. Bottoms noted that he did share with them they need to spend it or the plan was to take the money back; he shared with the principals that either they need or do not need the money. Commissioner Wheatly verified that this was local money. Commissioner Wheatly asked if they provide guidelines on spending; Mr. Bottoms confirmed they do have guidelines, and there are others that go behind them to verify that the money is being spent wisely. Commissioner Wheatly asked for the amount of money; Mr. Bottoms responded that it was roughly \$50,000 collectively from the 16 schools – or close to that number. Commissioner Wheatly asked for clarification on what that accurate figure would be; Mr. Bottoms shared that he would follow up and respond.

Commissioner Farrington asked for clarification on the mental health professionals. Mr. Bottoms shared that they would be hired in the \$40,000 to \$42,000 range; have not researched if there are sufficient people within the County to fill the positions. Commissioner Farrington asked what the main thing that person would do. Mr. Bottoms shared that they are aware of students that need additional care; they would rotate from school to school initially based on the needs of the students. Commissioner Robinson shared that teachers have some degree of training in recognizing potentially those with mental health needs; what currently is being done for those identified. Mr. Bottoms shared that the most severe kids are being placed at Bridges because they have mental health facilities there, but there is also a lower level of need where they bring in the parents to have conversations with them and let them know their child needs treatment. Commissioner Robinson asked if there was State or Federal funding available; Mr. Bottoms noted not that he was aware of funding from the State or Federal Government.

Commissioner Farrington asked regarding funding for Bridges, is there any State or Federal funding involved. Mr. Bottoms noted not solely; however, there are some teachers there that are State paid. Commissioner Farrington asked what age does the Dare Program involve; response was 5th grade. Mr. Bottoms noted there is no intense post-Dare program.

Commissioner Wheatly inquired whether someone would be assigned to a student who is blind and autistic for the day to help them; response was yes, and there are several

instances of such cases, possibly a dozen. Mr. Bottoms noted that Federal money is involved.

Commissioner Comer clarified that the figures for the retirement increases are generally provided in February for the following year.

Chairman Mansfield inquired about the fund balance for the beginning of fiscal year 2017-18. Mr. Bottoms noted that the fund balances are in their budget books, however, in not being able to locate them, noted that he would provide the information later to Commissioners. After general discussion around fund balance amounts, Mr. Bottoms noted that he would send Commissioners additional clarification.

Commissioner Comer asked if they had a timeframe for capital growth; Mr. Bottoms stated that they have some ideas. Commissioner Comer noted that it would be nice to have some idea on what they will be looking at in the future.

Chairman Mansfield provided a recap of Commissioner requests: look at the number of positions that will have salary changes, provide the job title, and what the current range is; on the grounds and maintenance – what is it typically for each school and what was left for each school; check on fund balance graphs.

Chairman Mansfield shared that money is only generated by ad valorem taxes or sales taxes; we either have to spend less somewhere, give you more, or raise taxes; with that being said, has the Board of Education considered that in year four; what if there is not money and now \$450,000 is going to the MaST program and there is not money inside the schools; has the School thought about what they are going to do if there is not money. A member of the school board reiterated that the three items that rose to the top of their priority list was the mental health, the MaST program and the compensation item; and without that money, there would be some tough decisions; the decisions have not been made at this time. Chairman Mansfield said if we are going to give you that \$801K and now you are obligating to spend in years two, three and four, it keeps increasing; if we do not have the money to increase, it will leave the school system deficient in those amounts of money; it will be important for you to know where you plan to cut. Commissioner Comer stated that he feels that if the County provides the money, we are committed. Commissioner Farrington asked for trends in dual enrollment.

Chairman Mansfield asked (on slide #3), on the State mandated salary increases 5% and then 3% for the hourly, and it is only \$140K, but the retirement is going to increase by 1.31% and will be more than the salary increases. After discussion, it was determined that Mr. Bottoms would ask Ms. Kathy Carswell for clarification.

Commissioner Cavanaugh asked if the increase in retirement included those already retired; response was no. Commissioner Comer asked if the teachers contribute to the fund; Mr. Bottoms shared that the teachers put in about six and one-half percent of their salary.

Commissioner Cavanaugh noted that in his mind, the MaST high school was originally pitched as an opportunity for children to learn trades; during the last meeting, we were

told that kids could earn three years of college credit by going through the program; are we sticking college prep kids into this program or still concentrating on the trades end of it. Mr. Bottoms stated that they are addressing both ends of that spectrum.

Chairman Mansfield asked that Dr. Hauser explain how the MaST program ties in with the Center of Excellence. Dr. Hauser shared that the Center of Excellence will start pathways related to marine science and technology; there will be a transfer track and an applied sciences track. Chairman Mansfield asked that Dr. Hauser speak to his experience while in Wilkes County. Dr. Hauser shared that there were 200-400 applications; it is phenomenal what the kids will end up doing; during the first year, there were over 100 applications; the success rate with those students graduating high school with an associate's degree program is extremely high.

Commissioner Comer noted that Commissioners appreciate what is being done in our schools; it is a great school board; they have done a good job.

RECESS

VI. OVERVIEW OF DEPARTMENTAL BUDGETS

- *Information Technology*

Ray Hall

Mr. Hall thanked Commissioners for their support of Information Technology over the years. Mr. Hall provided an overview of the document shown below and shared that their recommended budget is basically a maintenance budget.

INFORMATION TECHNOLOGY

Ray Hall, CGCIO
IT Director
Information Technology



252-728-8506
ray.hall@carteretcountync.gov
<http://www.carteretcountync.gov>

To: Board of Commissioners
From: Ray Hall, IT Director
Date: May 7, 2018
Subject: Information Technology Budget Request

I want to thank the Board for your time, and for your past and continued support of Information Technology in Carteret County. The IT department, like many, is focused on providing the best support and services possible to our staff and citizenry. We stretch our funds and staff to deliver the services that benefit the County the most. From internal services and support to staff, to public services and support from our GIS and Addressing services, we are a very busy department that touches every aspect of County government and serves all departments. All departments continue to take more advantage of technology and it really touches every aspect of local government services from 911 Communications and Public Safety, Elections, Human Services, Administration, and everything in-between.

As a quick overview, we currently support around 700 computers and users, 425 IP telephones, 415 cellular devices, 95 servers, 70 routers and switches, 15 firewalls, 77 wireless access points, 155 cameras, 76 electronic doors, and around 200 network printers and copiers. This is not all inclusive of what we support but gives you a good idea. All of this is spanned across 24 network connected sites plus 7 radio communications towers which span from Cedar Point to Stacy. We also process all requisitions, purchase orders, and invoicing for technology related items and contracts.

The IT Department runs a centralized Helpdesk for all County IT/GIS related issues and needs to ensure the fastest service possible with the appropriate resources available. We operate enterprise systems such as the AS/400, Door Access Controls, VoIP, LaserFiche Document Management, 911 Emergency Services, Geographic data analysis and addressing, virtual servers and storage, virtual desktops, and the list continues. We also have a 24x7 after-hours Emergency on-call service for 911 and other critical services.

We have accomplished many goals, and have greatly elevated the services and relevance of the IT department over the last many years. We have taken the County's technical infrastructure from a silo'd and vulnerable state to a robust, redundant, and resilient infrastructure. We have connections that are more reliable and are still working on a few sites while also implementing newer hyper-converged servers and data to

further the County's risk-adverse goals. We are also utilizing multiple points of backup and cloud infrastructure where appropriate.

Two big areas of focus and accomplishment of the last couple of years have been in Security and GIS. We have implemented multiple layers of security from the desktop to the back-end and everything in-between. Our implementation of Security Awareness Training and Phishing testing has been tremendously successful and has played a big role in avoiding ransomware infections compared to some of our neighbors in the state. It is an ongoing, uphill battle, but it is a major focus of ours to continue to mitigate those risks. We also have quarterly external PCI scans on our public facing networks to ensure we maintain industry standard security protocols to protect our assets as best as possible.

GIS has made tremendous breakthroughs this past year with the further development of interactive GIS apps and our new Open Data Website. It is a great resource for staff, citizens, and businesses in Carteret County. We are also implementing a new public facing GIS website that we hope to unveil by the start of the coming fiscal year. Real Estate agents, businesses, property owners, and prospective residents heavily utilize these resources so we take great care in ensuring their operability and functionality.

The recommended budget before you is predominantly a maintenance budget but still allows the County to move forward and progress in technology as we plan to continue our virtual desktop deployments and perform important infrastructure improvements in our HD Data Center and with our AS/400 Lifecycle. The notable increases are mostly capital equipment lifecycle items that are reaching end of life and some increases in some of our annual maintenance, licensing, and subscription agreements. We also plan to convert our current ESRI GIS annual agreement to an Enterprise Agreement, much like our agreement with Microsoft, to allow us to deploy GIS software and resources to all applicable departments, with an emphasis on the Tax Department to replace an older software package they are currently using.

We will also be working on improving the County's technology policies, reducing legacy phone connections for significant cost savings, and many other departmental projects to meet various needs. Of course, none of this is possible without the Management's and Board's support, and the hard working IT & GIS team that tirelessly serves this County daily. Thank you for your time and consideration.

Commissioner Smith asked the County Manager when Commissioners will receive the departmental figures so they can follow what department heads are discussing. Mr. Burns shared that today is just an overview; the budget will be provided on the 21st.

• ***Shore Protection***

Rudi Rudolph

Mr. Rudolph thanked Commissioners for their support.

Mr. Rudolph provided information as shown within his presentation regarding accomplishments and highlights of their program.

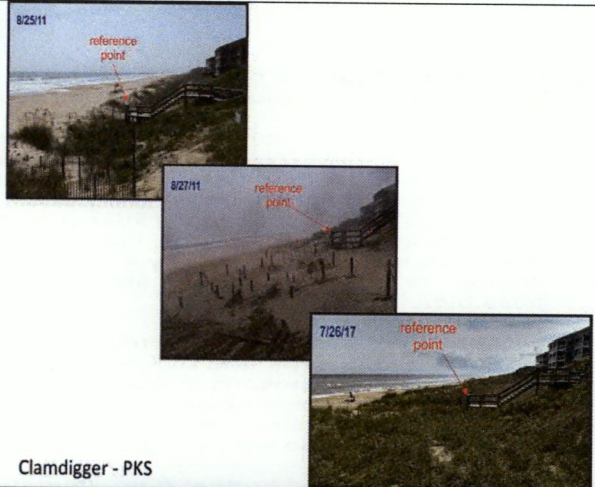
Mr. Rudolph noted that as shown, the occupancy tax increased from CY2016 to CY2017 by 6.6%.

Mr. Rudolph shared information on the changes in occupancy tax collections over the years.

Mr. Rudolph reviewed the expenditures as shown and noted that the budget is fairly static.

PROGRAM SUMMARY – 2017 Accomplishments/Highlights

- (1) **Master Plan (+)** – Draft EIS released on 4/14/17 & Biological Assessment submitted on 9/8/17. On schedule for final EIS/permits/authorizations/lease agreement in Spring 2018.
- (2) **Endangered Species (0)** – Green Turtle listing on 4/5/16 – critical habitat forthcoming; Red Knot Rufa (USFWS) scheduled for 2015, 16, & 17 but never materialized. Atlantic Sturgeon Critical Habitat final rule issued on 8/17/17.
- (3) **Flood Insurance Rate Map (FIRM) Update (+ to -)** – Statutory 90-day Appeal concluded 11/13/17. Massive education and appeal efforts; statistical water level analysis.
- (4) **Coastal Storm Damage Reduction Project (+)** – PreConstruction Engineering & Design (PED) fully funded just months after P.L. 114-322 (12/16/16). New Design contract executed on 11/10/17 (\$1,300,000 federal; \$350,000 County; \$350,000 State).
- (5) **2019 – 2024 Outer Continental Shelf Oil and Gas Leasing Program (0)** – New Administration rescinds existing 2017-2022 Plan. Re-opens seismic permitting process in June 2017 and releases draft 2019-2024 Plan on 1/4/18. Atlantic & no revenue sharing.
- (6) **Beach Monitoring (+)** – More dunes/less berm; MHW Re-assessment Report; Bogue Inlet.
- (7) **Morehead City Harbor (+ to -)** – 621,000 cy placed exclusively along Atlantic Beach ("year 1" of IOP). DMMP Record of Decision 6/9/2017. Channel Realignment EA released on 9/29/17. ODMDS consistency (nearshore berm full).
- (8) **Miscellaneous (+)** – Wainwright Slough (permitted, constructed, under budget); Waterway efforts at East Taylor's Creek, Bogue Inlet, Bulkhead Channel, & Atlantic Harbor. Coastal Barrier Resources System Pilot Study submitted to Congress (Bogue Inlet).



PROGRAM SUMMARY – 2018 Objectives

- (1) **Master Plan** – Ensure Final EIS, State & federal permits/authorizations, BOEM sand & gravel lease agreement, and Biological Opinion are completed, executed, and/or secured. If State funding is received, progress with bid solicitation and award for winter 2018-19 Project.
- (2) **Endangered Species** – Red Knot Rufa (USFWS) might be released in 2018? Awaiting for Green Turtle Critical Habitat Designation.
- (3) **Flood Insurance Rate Map (FIRM) Update** – Work closely with municipalities and Moffatt & Nichol once the results of the appeal process are disclosed and the transition begins towards certifying the FIRMs (i.e., become effective).
- (4) **Coastal Storm Damage Reduction Project** – Work with Corps of Engineers to complete PED. \$300,000 of \$700,000 non-federal funds requested to date.
- (5) **2019 – 2024 Outer Continental Shelf Oil and Gas Leasing Program** – Final 2019-2024 Leasing Program to be released in 2018. Continue education and revenue-sharing efforts.
- (6) **Beach Monitoring** – New 5-year (2018-2022) contract includes hot spot scope of work.
- (7) **Morehead City Harbor** – Continue to work on acute shoaling and funding issues including the upcoming "Finding of No Significant Impact" for the proposed Channel Realignment and consistent use of the ODMDS (nearshore berm full).
- (8) **Waterways** – "Waterways 3" Initiative (longer term); Bogue Inlet sidecast dredging; Emergency dredging concerns at Morgan Creek/Bulkhead Channel; and Atlantic Harbor..

PROPOSED BUDGET (FY 2018 - 19)

REVENUE (1993 – 2017)



Occupancy Tax = Proxy

Usually forecast +3% annual growth

We look at fiscal year, but calendar year is probably a better metric.

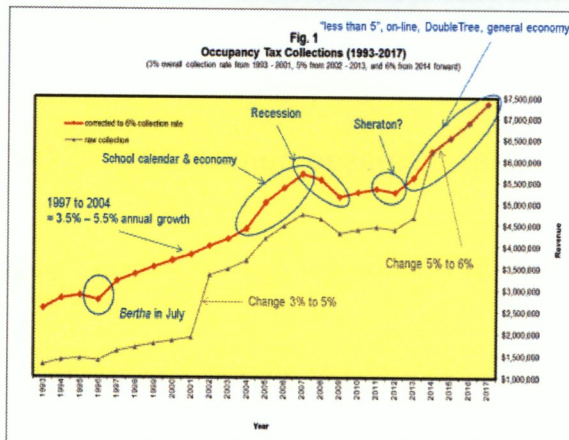
Sector	CY 2017		CY 2016		CY 2017 compared to CY 2016	
	\$	%	\$	%	\$	%
Hotel/Motel	\$2,100,510	28.5%	\$2,015,844	29.2%	\$84,666	4.2%
Condo/Cottage	\$4,638,698	63.0%	\$4,371,963	63.3%	\$266,735	6.1%
Other	\$618,152	8.4%	\$513,840	7.4%	\$104,312	20.3%
	\$7,357,361	100.0%	\$6,901,648	100.0%	\$455,713	6.6%

*Total Rental = \$122,622,677

First time ever exceeding +\$7 million/CY.

PROPOSED BUDGET (FY 2018 - 19)

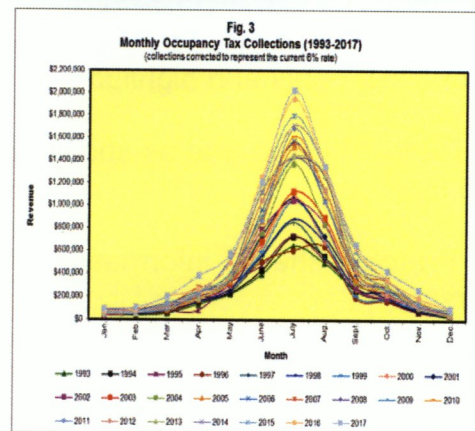
REVENUE (1993 – 2017)



PROPOSED BUDGET (FY 2018 - 19)

REVENUE (1993 – 2017)

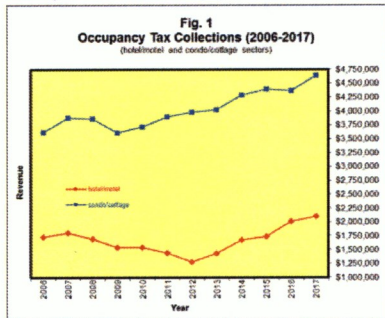
*July 2017 exceeded \$2 million



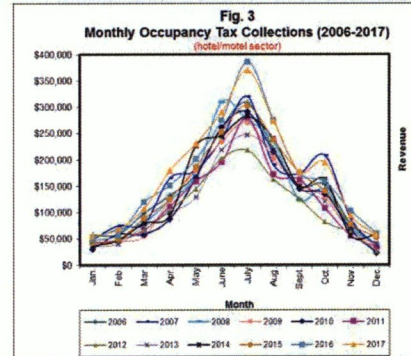
PROPOSED BUDGET (FY 2018 - 19)
REVENUE (hotel/motel vs. condo/cottage)



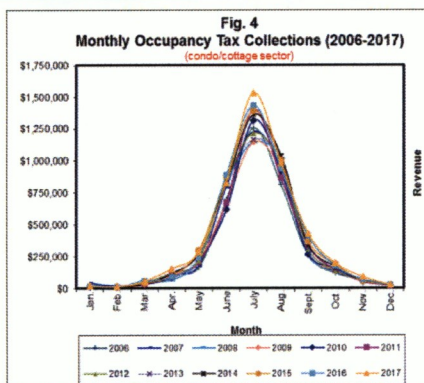
2017 compared to 2016 only (hotel/motel) = +4.20%
 2017 compared to 2016 only (condo/cottage) = +6.10%



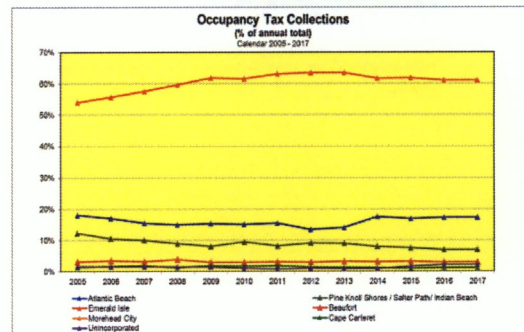
PROPOSED BUDGET (FY 2018 - 19)
REVENUE (hotel/motel vs. condo/cottage)



PROPOSED BUDGET (FY 2018 - 19)
REVENUE (hotel/motel vs. condo/cottage)



PROPOSED BUDGET (FY 2018 - 19)
Revenue (by municipality)



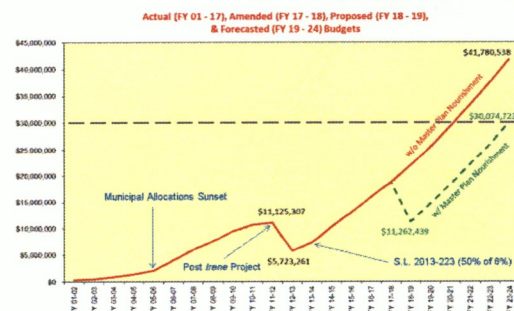
Notes:
 (a) The collection value represents the location of the reporting office only, and may not be 100% correlative to the actual lodging location.
 (b) The locations listed as "Unincorporated" are collections not located in a municipality.
 (c) In 2016, unlike collections began to be recorded but are not attributable to any municipality and therefore are not reflected in the graph.

PROPOSED BUDGET (FY 2018 - 19)
EXPENDITURES



EXPENDITURE SUMMARY	FY 17-18	FY 18-19	FY 18-19 compared to FY 17-18 Difference (%)	Difference (\$)
Personnel	\$134,690	\$133,853	-0.62%	(\$837)
Operations	\$21,400	\$21,400	0.00%	\$0
Contracted Services	\$563,795	\$485,470	-13.89%	(\$78,325)
Projects	\$571,004	\$589,487	3.24%	\$18,483
County Admin Fee	\$41,512	\$42,607	2.64%	\$1,095
Total Expenditures	\$1,332,401	\$1,272,817	-4.47%	(\$59,583)

Long Range Budget
(FY 2001 - 2024)



• **Emergency Services**

Stephen Rea

Mr. Rea provided an overview of his budget presentation and thanked Commissioners for their past support.

Mr. Rea provided an overview of each area within Emergency Services, their specific functions within the department, accomplishments, specific goals, and budget highlights as shown within the presentation.



2018/2019 Budget Presentation

Emergency Services

- Comprised of currently
 - Emergency Services Director
 - Emergency Management
 - 1 Dedicated full-time Emergency Management Planner/Coordinator
 - Fire Marshal Office
 - 1 full-time Fire Marshal
 - 2 part-time Assistant Fire Marshals
 - Paramedic Operations
 - 6 full-time field Paramedics
 - 1 full-time Community Paramedic/Operations Supervisor
 - 9 part-time field Paramedics
 - Communications
 - 1 full-time Director of Communications
 - 1 full-time Assistant Communications Manager
 - 4 full-time Telecommunicator Supervisors
 - 3 full-time Telecommunicator Assistant Supervisors
 - 13 full-time Telecommunicators
 - 1 part-time Telecommunicator

Emergency Management

- Purpose
 - To maintain a high level of preparedness, identify vulnerabilities, effectively mitigate disasters, provide education, respond to all-hazard emergency situations; and facilitate effective recovery efforts following a disaster.
 - The Emergency Management Department is a liaison between federal and state emergency response agencies and the local governments of Carteret County.

Accomplishments

- Partial EOC activations for multiple severe weather emergencies
 - Winter Storm 1
 - Winter Storm 2
- Participated in multi-discipline exercises
 - State
 - Federal
- Participated in educational and outreach events
 - Cherry Point Severe Weather Day
 - Senior Center

Goals

- Coordinate the development of a School Risk Management Plan.
- Educate the public on the services of Emergency Management Department
 - CodeRed (to be remarketed as Carteret Alert)
 - Medically Fragile registration
- Assist local Senior living centers with their Emergency Planning.
- Host Educational Opportunities for EOC staff and area agencies.

Budget Highlights

- New Line Item
 - Lease of Copier
- No Increases in Budget

Fire Marshal

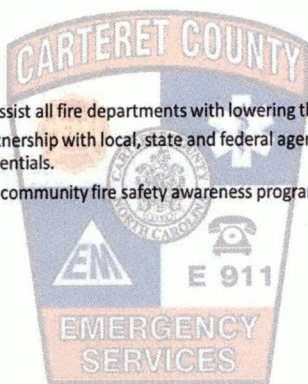
- Purpose
 - Protect life and property from fire, explosion and natural hazards by enforcement of the State Fire Prevention Code, public fire prevention and safety education, and investigation of fire and explosive incidents.

Accomplishments

- Applied and received a grant for smoke and carbon monoxide detectors from the NCDOL for the fourth consecutive year.
- Partnered with the North Carolina State Bureau of Investigations Evidence Unit using the new Forensics Advantage Program. Allows department to submit evidence for forensic testing.
- Partnered with Factory Mutual Insurance to provide free technical resource materials.

Goals

- Continue to assist all fire departments with lowering their ISO ratings.
- Continue partnership with local, state and federal agencies to reduce life safety potentials.
- Participate in community fire safety awareness programs.



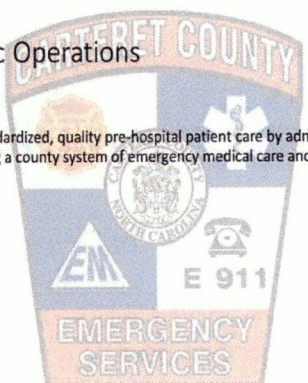
Budget Highlights

- Increase in Budget
 - Full-time Assistant Fire Marshal



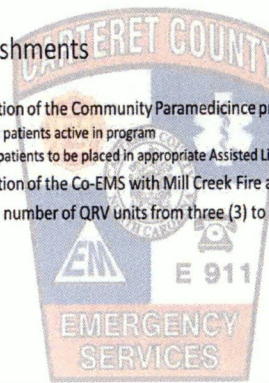
Paramedic Operations

- Purpose
 - Ensure standardized, quality pre-hospital patient care by administering and coordinating a county system of emergency medical care and disaster medical response.



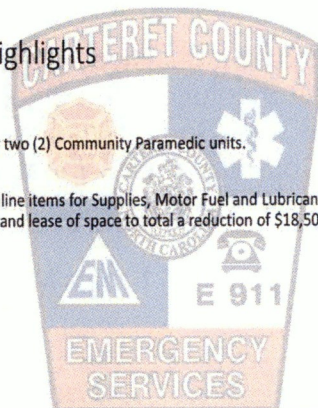
Accomplishments

- Implementation of the Community Paramedicine program.
 - Currently 2 patients active in program
 - Assisted 3 patients to be placed in appropriate Assisted Living facilities
- Implementation of the Co-EMS with Mill Creek Fire and EMS.
- Reduced the number of QRV units from three (3) to one (1).



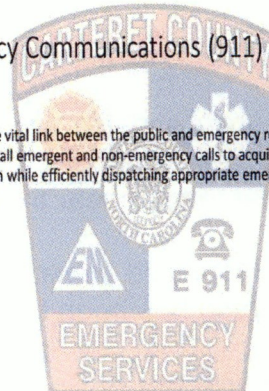
Budget Highlights

- Increases
 - Request for two (2) Community Paramedic units.
- Decreases
 - Reduced in line items for Supplies, Motor Fuel and Lubricant, Small Equipment and lease of space to total a reduction of \$18,500.



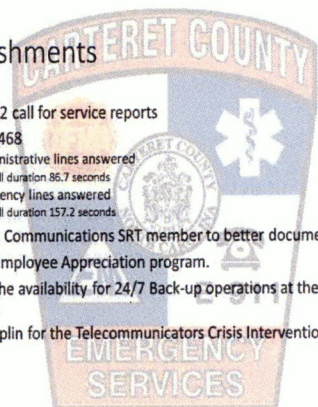
Emergency Communications (911)

- Purpose
 - Provide the vital link between the public and emergency responders by processing all emergent and non-emergency calls to acquire and disseminate information while efficiently dispatching appropriate emergency services resources.



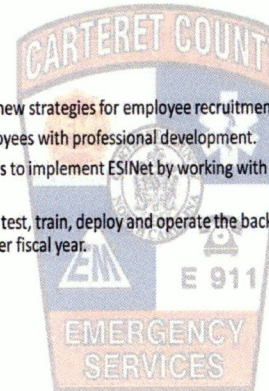
Accomplishments


- Created 145,552 call for service reports
- Answered 149,468
 - 110,921 administrative lines answered
 - Average call duration 85.7 seconds
 - 38,547 emergency lines answered
 - Average call duration 157.2 seconds
- Implemented a Communications SRT member to better document activities.
- Implemented Employee Appreciation program.
- Implemented the availability for 24/7 Back-up operations at the Emergency Services Office.
- Acquired a Chaplin for the Telecommunicators Crisis Intervention needs as necessary.



Goals

- Implement new strategies for employee recruitment and retention.
- Assist employees with professional development.
- Begin phases to implement ESINet by working with the State 9-1-1 Board.
- Continue to test, train, deploy and operate the back-up facility at least two times per fiscal year.



<p>Budget Highlights</p> <ul style="list-style-type: none"> • County Funds <ul style="list-style-type: none"> • Increase <ul style="list-style-type: none"> • Request for four (4) new telecommunications to bring our maximum staffing levels from seven (7) to eight (8) per shift • Radio Maintenance increased by \$25,000 to replace aging and outdated equipment. • Tower Leases increased by \$3,000 due to escalating lease terms. • Small Equipment increased by \$2,500 to replace aging and outdated equipment. • State Emergency Telephone Fund <ul style="list-style-type: none"> • Increase <ul style="list-style-type: none"> • Contracted Services increased by \$95,000 due to new annual maintenance contracts and the need to host educational courses onsite for new and existing employees. 	
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Commissioner Cavanaugh inquired how many fire departments had their ratings reduced this year. Mr. Rea noted that none were reduced this year; the State Fire Marshall's Office is backed up a little bit on their ratings; some have requested it, but they have been put on hold.

Commissioner Cavanaugh inquired about Stella. Mr. Rea noted that Western Carteret is waiting on their new rating. Commissioner Comer noted that it has all been done, and should go from a 9 to a 6. Mr. Rea shared that North River and Newport have also put in a request for a re-rating. Mr. Rea shared that he does not expect any ISO rating to go up.

Commissioner Wheatly asked what was going on with South River since their earlier discussion. Mr. Rea shared that he is trying to work on a solution; the chief has talked to the community and the communities want to leave it with South River and only South River; they are working on a way to try to do that. Commissioner Wheatly verified with Mr. Rea that they appear to be satisfied with how things are progressing.

Chairman Mansfield asked if someone had been hired for the 911 role; Mr. Burns shared that the person has been hired and will be starting soon.

• **Department of Social Services**

Cindy Holman

Ms. Cindy Holman shared that Mr. Clint Lewis will discuss the budget for the Department of Social Services.

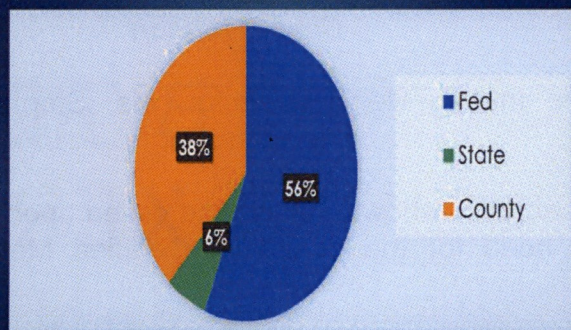
Mr. Lewis thanked Commissioners for their continued support, and provided an overview of his presentation as shown below and provided highlights on their accomplishments, their budget, funding breakdown, positions being requested, and current concerns.

DSS Budget FY '18-'19

Accomplishments— Economic Services

- ▶ Served a monthly average of
 - 11,975 Medicaid clients
 - 5,713 Food Nutrition Services clients
 - 3,383 Non-Emergency Medical Transports
- ▶ Passed Medicaid Report Card for the past 12 months

DSS Funding



Concerns

- ▶ NC FAST (P4)
 - ▶ HB 630
 - ▶ Adult Wards
 - ▶ Foster Care

Accomplishments— Social Work

- ▶ Served an average of
 - 310 children with Child Day Care per month
 - 83 Foster Children per month
 - 66 Adult Wards per month
- ▶ Investigated a total of
 - 610 reports of child maltreatment
 - 269 reports of adult maltreatment

Totals

	Amended 17-18	Requested 18-19	Difference
Expenditures	12,658,472	11,432,617	-1,225,855
Revenue	8,145,820	6,756,580	-1,389,240
County Dollar	4,512,652	4,676,037	163,385

Positions Requested

TITLE	SALARY	FUNDING	UNIT
Social Worker III	44,352	50% Co.	Adult In-Home Services
Social Work Supervisor III	55,993	63% Co.	Adult Services--Guardianship
Human Services Planner	59,352	63% Co.	Administration (Quality Assurance)

Mr. Lewis shared the concerns around HB630 (Regionalization of Social Services), and shared that the State is developing an agreement that they are being asked to sign. Mr. Lewis stated that it deals with performance and monitoring of the programs, but there are some real concerns with signing the document because some of the issues, they cannot control. Chairman Mansfield asked what would happen if the County does not sign the agreement. Mr. Lewis shared that he is not sure, but noted that in a recent meeting with other directors, that was the sentiment of a lot of directors in the room. Ms. Holman shared that the North Carolina Association of County Commissioners has also weighed in on the agreement and have also asked a lot of questions.

Mr. Lewis also shared that they have submitted a letter stating that the department was not ready to go into NC FAST (P4) because it was not working correctly and is still not working correctly.

Commissioner Farrington questioned how much the adult ward numbers have grown in the past couple of years; how does it compare to other departments within the State. Mr. Lewis shared that we have a higher population of adult wards. Commissioner Cavanaugh asked how many were under the age of 35; Mr. Lewis stated that it is probably around 12; most of the wards they will keep until their death; and are responsible to be sure that all of their needs are being met.

Commissioner Cavanaugh asked what is included in the 6% that is paid by the State. Mr. Lewis shared that it is spread across multiple programs; one of the programs that it will pay for is 4B foster care, which is State foster care, a 50/50 percentage of funding.

• **Health Department**

Cindy Holman

Ms. Holman recognized and introduced the Interim Health Director, Ms. Stephanie Cannon.

Ms. Holman provided an overview of the presentation shown below, and called upon Ms. Kim Davis, to provide an overview of the need for the additional Certified Medical Assistant.

**Carteret County Health
Department**
FY 2018/2019 BUDGET

CCHD Budget consists of FIVE separate budgets:

- Animal Control
- Environmental Health
- Dental
- Health Center
- WIC



**A LOOK
at the
BUDGET**

At a Glance

	FY 17/18 Amended 12/31/17	FY 18/19 Requested	% of Total Requested Budget	Increase (Decrease)
Animal Control	\$ 522,450	\$ 502,846	9.95%	\$ (19,604)
Environmental Health	\$ 1,164,359	\$ 1,163,414	23.03%	\$ (945)
Dental	\$ 361,653	\$ 356,825	7.06%	\$ (4,828)
WIC	\$ 267,922	\$ 263,902	5.22%	\$ (4,020)
Health Center	\$ 2,683,168	\$ 2,765,194	54.73%	\$ 82,026
Total	\$ 4,999,552	\$ 5,052,181	100%	\$ 52,629

FY 17-18 Accomplishments

- Served an average of
 - 917 clinical services provided/month
 - 220 clients/month (Case Management)
 - 55 reportable disease follow-ups/month (Communicable Disease)
 - 775 tests and/or collections for testing/month (Laboratory Services)
 - 521 clients supported/month (WIC)
 - 831 inspections, permits approved, visits, follow-ups (Environmental Health)
 - 80 animals impounded, bite investigations, violations issued/month (Animal Control)

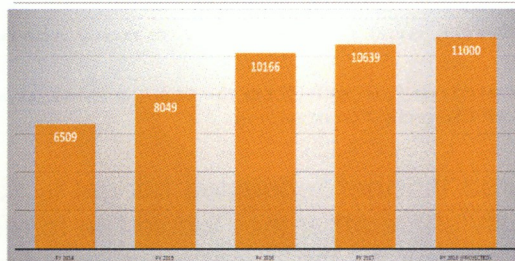
FY 17-18 Accomplishments

- Implemented a permanent car seat checking station at the Health Department
- Initiated a Carteret County Food Council to promote access to healthy foods and health policy
- Received \$4,500 from Carteret-Craven Electric Foundation to purchase car seats for low-income families
 - Distributed 50+ car seats since January 2018
- Initiated Hepatitis C testing for baby boomers, IV drug users
 - Hepatitis C treatment program (uninsured and Medicaid) tentatively scheduled to begin in July 2018
- Implemented E-WIC (paper vouchers to electronic benefit transfer (EBT) cards)

What does our Health Department need for 18/19?

- One full-time Certified Medical Assistant
 - Salary plus benefits: \$43,355
- Increase part-time Processing Assistant hourly wage and hours worked
 - Cost of increase: \$9,642
- Increase Dental Assistant hours from 32/week to 40/week
 - Cost of increase: \$2,500

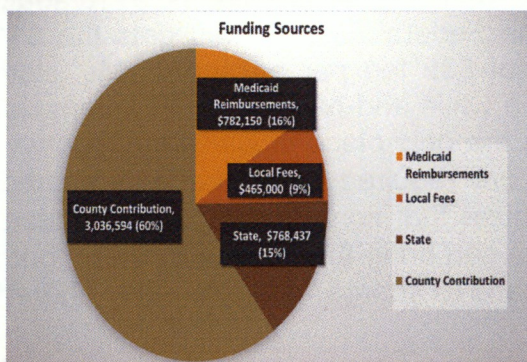
Clinic Visits



Projected Revenues (FY 18-19)

Environmental Health	
Local Fees	\$355,000
State	\$ 7,000
Dental	
Medicaid	\$275,000
WIC	
State	\$270,262
Health Center	
Medicaid	\$507,150
Local Fees	\$110,000
State	\$491,175

Total **\$2,015,587**



Questions?



Ms. Holman responded to questions from Commissioners.

Commissioner Smith asked if the department was still trying to get on with TriCare. Ms. Davis responded that the department is still working on the issue; they will continue to look at it.

• **Register of Deeds**

Karen Hardesty

REGISITER OF DEEDS: FY 18/19

- | | | |
|----|---|----------------|
| 1. | Request (FY 18/19) | \$536,130.00 |
| 2. | Net Revenue | \$1,345,000.00 |
| 3. | Requesting new Deputy II position

This position would also serve as a passport agent which would be a new Revenue generator. Currently passports are only issued at the Newport post office. Deputy II/passport agent <u>CAN NOT</u> issue any Vital records.

Cost associated is minimal approximately \$1200.00
Fees: Collected for an adult \$110.00, county receives \$35.00 of this fee, a fee for each child is \$80.00. | |
| 4. | Continue to give great Customer Service | |
| 5. | Continue preservation of old Index Books, this money comes out of the restoration preservation automation fund. | |
| 6. | Continue the scanning of all maps to provide better access for online searches. | |
| 7. | All Vital records (Death, Birth, and Marriage) are now scanned into the computer. | |
| 8. | Continued educational training for staff to better assist the public with the Register of Deeds functions. | |

Ms. Hardesty thanked Commissioners and shared that her requested budget is \$536K; net revenue last year was \$1.345M. Ms. Hardesty shared that they would like to request a new Deputy II position to handle real estate as well as the department would like to start issuing passports. Ms. Hardesty shared that the position cannot have anything to do with vital records. Ms. Hardesty shared that the passport fee is \$110/adult and \$80/child, but their office fee would be \$35; the Federal Government gets the \$110 or \$80, and the department charges the additional \$35 fee per passport. Ms. Hardesty shared that Johnston County has done this for a while and have taken in a considerable amount of revenue; the Newport Post Office is the only place in Carteret County where you can obtain a passport, and appointments are required. Ms. Hardesty shared that they will suggest appointments, but will take those that come in. Commissioner Smith verified that they would also take photos; people can bring their own with them, but if the department takes them, it would be an additional \$10 charge. Ms. Hardesty shared that the set-up fee is approximately \$1,000-\$1,200.

Ms. Hardesty highlighted some of their accomplishments.

• **Cooperative Extension**

Shawn Banks

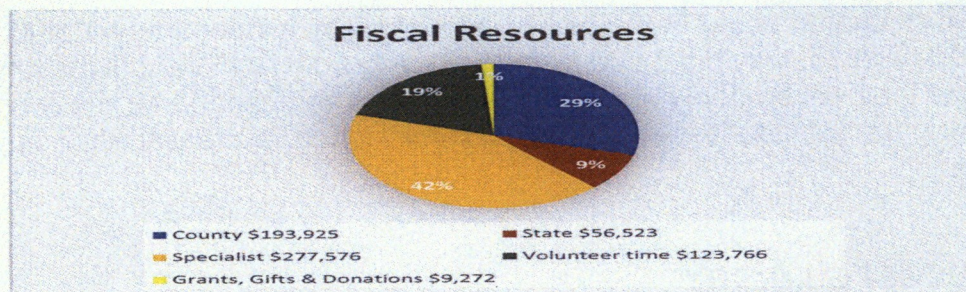
Mr. Banks thanked Commissioners for the County's support, provided an overview of the document shown below and shared some of the tasks undertaken by the Cooperative Extension Office.

**NC Cooperative Extension
Carteret County Office**

2017-18 Highlights

Staff Summary

Shawn Banks – County Extension Director – Agriculture – 50%
Mike Carroll – Field Crops Agent – 10%
Danielle Sanders – 4-H Agent – 50%
Dee Edwards-Smith – 4-H Program Associate / Big Sweep Coordinator – 100%
Hannah Todd – Family and Consumer Science Agent – 33%
Todd Kelly – Soil and Water Conservation – 100%



Major Accomplishments

- Through 4-H and youth development 3,670 school students were served through hands-on programs such as Embryology, Health Rocks and school gardening programs. Youth also learn citizenship, presentation skills, recordkeeping and teamwork as part of 4-H clubs. Two youth earned gold medals for their presentation at the state level.
- In Agriculture food producing farmers were trained on what inspectors will be looking for as they begin inspecting farms and packing facilities in accordance with the Food Safety Modernization Act of 2011. Pesticide classes were held to help those with pesticide licenses receive the education credits needed to maintain their license.
- The Family and Consumer Science Agent left us and we went through the process of hiring a new person for this position. We are anticipating great things as she settles into the position.
- The Big Sweep Coordinator working with other agencies and conservation groups in the county recruited 720 volunteers who removed 5,838 pounds of trash from beaches, roadways and streams in Carteret County.
- Soil and Water Conservation works with the Beaver Management program to help remove beaver dams that back water up onto the roadways creating unsafe environments. They also work with state grant funds to help farmers implement programs to improve water quality including conservation easements, well installation and other programs.

Notable increases to budget in 2018-19

- Supplies and Materials – being fully staffed with active agents it is anticipated that we will have more programs that will require purchasing more supplies for workshops. With the new branding for NC Cooperative Extension we will need to change the logo on some of our in-house publications and print those with the new information.
- Small Equipment – The incubators used for the embryology program are getting old, worn out and outdated. Many (30) are not working properly and need to be replaced. A compound microscope that can be hooked up to the computer for easy viewing when diagnosing plant disease problem in the office.
- Leases – both our copier lease and our computer lease are up this fall and we anticipate both will increase.
- Big Sweep – Additional duties have been requested of the Big Sweep Coordinator, they will likely require additional supplies to meet the demand.

- **CCATS**

Randy Cantor

Mr. Randy Cantor shared that CCATS will exceed \$1M in grant revenue this year for the first time. Mr. Cantor shared the propane project is coming along; new service to Raleigh is going well; beginning to serve more of Beaufort. Chairman Mansfield commented that the department is doing a great job and thanked Mr. Cantor. Mr. Cantor closed thanking Commissioners for their support in his new position, along with Mr. Burns and Mr. Foxworth.

- ~~**Public Works**~~

(item removed as amended)

~~**Steve Edwards**~~

- **Planning**

Gene Foxworth

Mr. Foxworth shared some of the tasks undertaken by his department, and noted that in the year 2014-2015, they did 8,500 inspections and from April to April the past fiscal year, it looks like they will be doing about 14,500 with the same staff. Mr. Foxworth noted that he is asking for \$50,000 less this year. Commissioners expressed their appreciation for his efforts.

VII. BUDGET SUMMARY

Mr. Burns shared that this year, things were done a little differently than in the past; usually, when Commissioners receive their budget, the budget comes from him and has already been cut. Mr. Burns shared that he wanted Commissioners to see what he receives on the front-end, and knowing that they have a finite number of dollars to work with, let the Commissioners see the program needs and that the needs are not going away. Mr. Burns shared that he felt it would be helpful for Commissioners to hear the department presentations prior to receiving the full budget.

Mr. Burns stated that the budget being finalized this week is pretty much a maintenance budget; no significant increases. Mr. Burns shared that the budget will probably be balanced when Commissioners receive it; he feels that they have done a good job to account for every new revenue source. Mr. Burns shared that there was growth in sales tax, fees for Register of Deeds, Inspections and Environmental Health; some ad valorem growth and anticipate more next year; there was also some motor vehicle ad valorem growth. Mr. Burns noted that one revenue loss to keep in mind is that the County will no longer have the rental income from Pruitt which is roughly \$435K that the County will lose. Mr. Burns shared that if you factor in the new revenue sources, or growth in revenue sources, and subtract the Pruitt revenue, the revenue growth is still going to be about \$2M from last year. Mr. Burns shared that there will probably be about \$5.2M for fund balance appropriation.

Mr. Burns shared some of the increases as noted on the document for the County.

Mr. Burns shared that they have discussed what the future building needs will be; it will not be reflected in this budget. Mr. Burns shared that they have been looking at some of their capital needs over the next three to five years and one of the biggest ones will be the jail project.

Mr. Burns shared that the budget will be balanced; no effect on tax rates; next year's budget will include discussions on reevaluations and how to set the rates based on the reevaluation.

Carteret County
FY19 Budget Overview

Revenues	
No Ad Valorem Tax Increase	
Growth in Many Areas:	
Sales Taxes	1,625,000
Fees such as ROD, Inspections, EH	440,000
Small Ad Valorem Growth	199,000
Motor Vehicle Ad Valorem Growth	200,000
Revenue Loss:	
No revenue budgeted from Pruitt	(435,000)
Net Revenue Growth	2,029,000
Fund Balance:	
FY18: \$5.205 M appropriated at adoption	
FY19: \$5.200 M Appropriated for Recommended Budget	
All Capital	
All large maintenance items	
Crisis Center: \$100k appropriated for the \$300k agreement	
Crisis Center: \$100k FY18 ABC System Education appopr. for the \$300k	
Expenses	
Public Schools:	
Operations: No increase	
Capital:	
No increase, but includes, \$300k technology & CHS mobile units lease	
CCC:	
Operations: No increase	
Capital:	
Maintains tradition \$225k	
Redirects \$600k that was set aside annually for culinary to other capital	
County:	
Health Insurance: 5% increase	
New Positions:	
1 Recommended: ROD position	
Merits:	
3% average, emphasis on retention, not new positions (Local amount)	455,000
Sheriff Division FY18 salary adjustments & new positions funded 1/2 yr with one time funding are fully funded 12 months with recurring revenues.	760,000
Health Insurance: 5% increase	215,000
Solid Waste, Convenience Sites, Tipping Fees, etc	133,000
Contingency	600,000
Large maintenance items presented at retreat:	
Included but paid by fund balance	
Waterways Dredging: \$500k from fund balance, same as FY18	
Transfer to Facilities & Debt Service Fund:	
For future bldg needs, continuation that was BOC established 3-4 years ago.	
Contingency:	
Approximately \$600k in contingency	
Biggest Concerns:	
No preliminary projection of real property assessed values for revaluation FY20	
Creates large challenge for financial planning and utilization of fund balance	

Mr. Burns responded to questions from Commissioners.

Commissioner Comer asked if they would be receiving a summation of where the County is with fund balance. Ms. Meshaw shared that it will be part of the budget presentation. Commissioner Comer commented that he would still like to see the twelve years of department comparisons with as much detail as is easy to do as far as income and expenses. Ms. Meshaw shared that she would share. Commissioner Comer shared that he particularly wants to concentrate on the funding accounts that we are setting aside for capital and future debt service; there is a lot of demand and he wants to make sure we are doing the right thing by setting it aside.

Commissioner Comer shared that the department heads did a great job presenting this evening.

Commissioner Robinson noted his appreciation on behalf of the Board for all the hard work that goes into the County budgets, and trying to inform the Commissioners.

VIII. COMMISSIONERS' COMMENTS

Chairman Mansfield shared that they would have Commissioner comments at their regular monthly meeting.

IX. ADJOURNMENT

Motion: Commissioner Robinson moved to adjourn; seconded by Commissioner Smith.
Motion carried unanimously.

Mark Mansfield, Chairman

Rachel Hammer, Clerk to the Board